



# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

2525 Grand Avenue • Long Beach, CA 90815 • 562-570-4000 • FAX 562-570-4049

January 23, 2004

## **SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR THE PROVISION OF TWENTY-FIVE (25) LEAD SAFE WORK PRACTICE CLASSES**

### **A. BACKGROUND**

The City of Long Beach Department of Health and Human Services (DHHS) Lead-Based Paint Hazard Control Grant Program (LBP Program) seeks an experienced trainer, to work as an Independent Contractor, able to provide twenty-five (25) Lead Safe Work Practice Classes that meet federal requirements for such training (per 24 CFR Section 35.1330 (a) (4) (iii-iv-v) and 29 CFR Section 1926.59: Hazardous Materials Communication).

#### Oversight Provision

Services are provided under the direction of the LBP Program Coordinator, or designee, pursuant to Departmental and City policies. Services will be provided only as negotiated and designated by the LBP Program Coordinator for services under this agreement.

### **B. SCOPE OF WORK / PROPOSAL DELIVERABLES**

A successful proposal to provide Lead Safe Work Practice Classes will include the following:

#### **1. SERVICES**

- a. **Preparation and Instruction Plan:** Describe your plan for preparing for and instructing twenty-five (25) classes for 15-20 students per class on average. Include examples of lecture and demonstration / hands-on practicum for class and use of teaching aids including a portable work environment with tools, containment, and materials for small groups.
- b. **Use of Bilingual (Spanish) Presentation:** Describe your plan for provision of training in Spanish for an estimated 50% of all classes, including any cultural-specific teaching methods and materials.
- c. **Description of Experience:** Describe your experience in providing training in lead-safe work practices, and / or allied construction-related fields, bilingual (Spanish) training, cultural-specific teaching, and especially your ability and experience to effectively instruct students from all socio-economic backgrounds.
- d. **Availability:** Describe your ability to provide twenty-five training courses by no later than September 30, 2004.

**2. COST PROPOSAL:** Your cost proposal should be sufficiently detailed to include costs for the following, if applicable: 1) Instructor Hours and Hourly Rate; 2) Training Materials; 3) Travel Costs; and 4) Miscellaneous Costs (itemized and described in sufficient detail). Maximum funding under this contract is \$45,000.

The following information will assist you in developing your cost estimate:

- Class Handouts and Materials: trainer will provide copies of all materials and handouts needed for training and distribution. The LBP Program will approve said materials and provide all duplication of materials, three ring binders, notebooks, pens / pencils, etc. estimated at \$150 per class for 25 classes.
- Classroom and Equipment: The LBP Program will provide the classroom, set up for use of audio-visual equipment. Training provider will provide all other presentation equipment, such as a laptop computer, projector, mobile training equipment, tools and materials, etc. A fair portion of the cost of such equipment may be included in your proposal or included within your hourly rate.

### **C. PROPOSALS MUST CONTAIN THE FOLLOWING INFORMATION AND ATTACHMENTS**

The Department is soliciting proposals from experienced trainers to provide Lead-Safe Work Practices training. Please include the following in the proposal:

- 1) Cover letter signed by owner/board member, committing Lead-Safe Work Practices training services to the program (if awarded).
- 2) Experience – Submit description of your current operations and demonstrate prior experience in providing similar service. Include copies of any awards, degrees, certificates, diplomas, references, etc. that further show your expertise. Include the names and relevant experience of subcontractors or others to be used in the completion of these services.
- 3) The purchase order must be implemented by February 16, 2004 and all classes completed by September 30, 2004.
- 4) Proposal must contain a component assuring regular business hours (Monday through Friday, 8:00 am to 5:00 pm) availability.
- 5) A copy of your business license and insurance information, or a written statement ensuring these documents will be provided promptly upon award, must be included. The awarded trainer must be able to meet insurance requirements established by the City Risk Manager as follows: Comprehensive general liability insurance or self-insurance of not less than \$1,000,000; worker's compensation insurance (unless self-employed with no employees); professional liability insurance of not less than \$1,000,000; and automobile liability insurance of not less than \$500,000.

### **D. SELECTION CRITERIA**

Proposals will be ranked on the basis of quality, experience, capacity, and cost. Representatives from the Department of Health and Human Services LBP Program will review the proposal and how it addresses the activities defined in this RFP.

#### **E. SUBMISSION OF PROPOSALS - TIME LINE**

All prospective applicants must adhere to the following schedule. Any changes to this RFP will be provided in writing to all prospective applicants.

- **RFP Released and Available to Applicants** **January 23, 2004**
- **Deadline for Submission of Proposals – 5PM** **February 2, 2004**
- **Commence Services under this Program** **February 16, 2004**

#### **F. DEADLINE AND SUBMISSION CRITERIA**

Deliver or mail one original and three (3) copies of the proposal and any required attachments. No faxes will be accepted. Proposals must be received at the address below by the deadline. Incomplete or late proposals will not be reviewed for funding. Proposer accepts responsibility for timely receipt by the City of proposal. Proposals submitted will not be returned to applicant.

<b>Proposal Formatting Requirements</b>
Single-Space, 12-Point Font, Times New Roman, 1" x 1" x 1" x 1" Margins
NO CAPITALIZATION, <b>bolding</b> , <b>highlighting</b> or <b>underline</b> in narrative text
Format should follow the RFP outline, be easy to read with paragraphs clearly distinguishable.

**DEADLINE: February 2, 2004 - 5PM**

**Deliver in person or mail (post marked by due date) in sealed envelopes to:**

**Don Fast, LBP Program Coordinator  
Department of Health and Human Services  
2525 Grand Avenue, Room 220  
Long Beach, CA 90815**

#### **G. QUESTIONS**

If you have any other questions you may contact Don Fast, LBP Program Coordinator, at [dofast@longbeach.gov](mailto:dofast@longbeach.gov) or (562) 570-8875.